

**Okaihau College Board of Trustees**  
**Minutes of the meeting held in the Principal's Office, Okaihau College**  
**6.00pm on Tuesday 23 October 2018**

**1. Administration**

- 1.1 Present** Janet Graham (Chairperson), Tom Davison, Mark Clunie, Brian Dunckley, Michelle Harrison, Paul Bolton.

**In Attendance** Jenny Couchman (Minute Secretary).

- 1.2 Apologies** There were no apologies.

**1.3 Confirmation of Minutes**

That the minutes of the previous meeting be accepted as a true and correct record.  
Graham / Clunie

**1.4 Matters Arising**

- 1.4.1** Janet has been in contact with the STA regarding the OIA request; she will report back to the November meeting.
- 1.4.2** Janet has been in contact with STA regarding the Annual Plan. The Principal produces this for the Board to approve and implement. Tom will distribute the 2018 Annual Plan to board members.

**2. Discussions**

**2.1 Principal's Report**

- 2.1.1** New Era IT were asked to audit our current IT system and hardware which they have done; their report was included with the Principal's Report. Brian shared the Principal's Report with the school IT Technician and the Head of Digital Technology. The report is for Board perusal and input – feedback to be given at the November meeting.. The Board would like to see a second quote to ensure that New Era IT's quote is reasonable.
- 2.1.2** The attendance data was discussed; the Board would like the data presented on a month by month basis in the future.
- 2.1.3** There was discussion regarding the 2019 staffing. Tom explained where we are at with staffing and the timetable. We are waiting on Careers and Guidance staff to complete 2019 option choices so a start can be made on 2019 timetable and staffing.

That the Principal's Report be accepted.  
Davison / Clunie

**2.2 Finance Report**

- 2.2.1** There was no October Finance meeting.
- 2.2.2** The roofing projects have been approved.

**3. Monitoring**

**3.1 Data Analysis**

- 3.1.1** Tom Davison had prepared monthly data and analysis which was distributed with the board packs. This was discussed.

**4. Decisions**

**4.1 Policies**

**4.1.1 Discipline Policy**

The policy will be renamed Student Behaviour and Discipline Policy. In point 2. the word equally needs to change to equitably.

#### **4.1.2 Performance Appraisal of the Principal Policy**

There was discussion regarding this policy. The Board would like this policy replaced with the Principal Performance Review Policy, as supplied by STA.

That the Board provisionally replace the Performance Appraisal of the Principal Policy with the Principal Performance Review Policy seeking comment from Alan Forgie in his absence.

Bolton / Clunie

#### **4.1.3 Support Staff Appraisal Policy (draft)**

Brian distributed a draft Support Staff Appraisal Policy. This will be put on to the school website for feedback to be collected and presented to the November meeting.

#### **4.1.4** There was discussion about the current policies, and concern that some are too vague. The Board would like to bring in an organisation to review all policies and re-write those they think need amending. Janet will check with Belinda to see if she can recommend someone.

### **5. Correspondence**

#### **5.1** Copies of the correspondence was distributed to board members.

That the inwards correspondence be accepted and the outwards correspondence approved.

Dunckley / Harrison

There was discussion about new trustee induction. Brian offered to mentor our new student representative to the Board and will investigate professional development opportunities for him.

### **6. General Business**

#### **6.1 PB4L Update**

Amy Johnson-Heremaia gave written feedback which was distributed to Board members with their packs. This was discussed and Brian gave feedback from a teacher's perspective.

#### **6.2 Community Engagement**

Community consultation was undertaken in October 2017; Paul will provide the feedback summary from this consultation to the November meeting so that there can be a discussion about any action taken.

#### **6.3 Education Review Office (ERO)**

The Education Review Office team will be here on 5 December to meet with the Senior Management Team and the Board. They will return again in April 2019.

#### **6.4 2019 Enrolments**

All 2019 pre-enrolment applications have been sent confirmation of their enrolment.

### **7. In-Committee**

That the Board move in-committee.

Graham / Bolton

That the Board move out of committee.

Graham / Harrison

The Chairperson reported that items relating to student welfare had been discussed.

## **8. Meeting Closure**

### **8.1 Agenda Items Identified**

- 8.1.1** Support Staff Appraisal Policy.
- 8.1.2** Performance Appraisal of the Principal Policy.
- 8.1.3** Community Engagement / Consultation.
- 8.1.4** Official Information Request.
- 8.1.5** 2018 Annual Plan.
- 8.1.6** New Era IT Audit Report

### **8.2 Next meeting**

The date of the next meeting is Tuesday 20 November 2018.

The Acting Principal and the Minute Secretary were asked to leave the meeting so that a further discussion could be held.

The meeting closed at 8.10pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_